

## **The Hitchcock Memorial Library and Museum**

### **Library Director Job Description**

#### **SUMMARY**

The Library Director is responsible for all aspects of the day-to-day administration of the Library in accordance with the Library's mission, and policies adopted by the Library's Board of Trustees. As such, the Director supervises all other Library staff. The Director works with the Library Trustees to develop the Library's annual budget and has responsibility for keeping the operations of the library within the parameters of the approved budget. The Library Director has overall responsibility for collection development and oversight of all library services. The Library Director works with the Library Trustees on strategic long-range planning, and is a spokesperson for the Library. The Library Director shall ensure a high standard of customer service for all patrons in a welcoming environment.

#### **GENERAL DUTIES AND RESPONSIBILITIES**

##### **Administration/Supervision**

- Hire/terminate, train, schedule, and supervise, library staff, substitutes, and volunteers.
- Develop and review staff job descriptions in collaboration with Library Trustees.
- Evaluate staff performance on an annual basis.
- Operate the Library within the approved budget.
- Carry out policies adopted by the Library Trustees and make policy recommendations to the Trustees.
- Attend Library Trustee meetings and report on library operations.
- Coordinate with the Library Trustees on maintenance of the Library building and the grounds.
- Prepare an annual report to the Town with input from the Trustees
- Work with the Library Trustees on strategic planning to meet goals and objectives, and implement the approved long-range plan.

##### **Financial responsibilities**

- Work with the Library Trustees to prepare the annual budget.
- Monitor annual spending throughout the year and make adjustments due to unexpected expenses.
- Review bills and submit them to selectboard for approval and payment.
- Work with the treasurer on budget, donations and grant funds.
- Write grant proposals as needed.

#### Patron Services

- Ensure a high level of patron service and attentiveness from staff.
- Assist patrons with reference and reader's advisory needs.
- Assist patrons with the use of public computers and digital services.
- Respond to patron complaints and suggestions.

#### Collection Development

- Work to build and improve the Library's collections of print, non-print, and digital materials to reflect community needs and interests, while keeping it well-catalogued.
- Seek out community input in developing the collection.
- Keep abreast of publishing trends.
- Oversee the organization of library collection and placement of materials.
- Weed collection periodically to keep it current and fresh.
- Handle donations of materials.

#### Community Relations

- Implement initiatives that inform the community of Library services and programs.
- Coordinate outreach to community groups.
- Cooperate and collaborate with community partners, local schools and other community organizations.

#### Technology

- Develop, manage, and troubleshoot Library technology and services, in accordance with Library's objectives, needs, and resources.
- Make technology decisions and purchases, and oversee the implementation of emerging technologies.
- Responsible for responding to library emails, phone calls and updating social media posts

#### Other

- Assume additional duties as required.
- Light cleaning like vacuuming and pick up trash before end of day

#### Professional Development

- Attend professional conference(s) and relevant library webinars and workshops, as time, budget, and the needs of the Library permit.

#### **Preferred QUALIFICATIONS**

- Enthusiasm for the role of public libraries as community hubs, centers of learning, and transformative institutions.
- Experience working in libraries, preferably as a librarian or library director in a public or community library.
- Vermont Certificate of Librarianship preferred or willing to attend training

- Experience working with the public.
- Knowledge of integrated library systems.
- Experience with budgets and supervision of employees is preferred.
- Strong oral and written communication and computer skills.
- Must be able to lift 30 pounds.
- Must pass background check.

Adopted Date: 5-26-23